

**Montana Disaster and Emergency
Services**

***Governor's Emergency
Preparedness Summit***

May 22-25, 2006

“What If...?”



**HOLIDAY INN GRAND MONTANA
Billings, Montana**

VENDOR INFORMATION PACKET

EXHIBIT/VENDOR COORDINATOR

Gwen Brott

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EXHIBIT OPPORTUNITY

The Montana Disaster and Emergency Services is the lead agency for a multi-discipline and agency conference May 22-25, 2006, which will be held in Billings, MT at the Holiday Inn Grand Montana. The conference has been identified as the ***Governor's Emergency Preparedness Summit.***

Participants from international, federal, state, local, tribal, volunteer agencies and private business will be coming together to find solutions in the event of terrorist attacks, Pandemic Flu, earthquake or other disasters of epidemic proportions in Montana. Are we ready to respond?

The theme of the conference is ***"What If...?"***

We will be providing a variety of training tracts covering a range of topics including: Hurricane Katrina, Government to Government Tribal Relations, Preparing for the Pandemic Flu epidemic, Interoperable Communications, Mutual Aid, National Weather Service Alert System, and Agricultural Emergency Preparedness. A complete conference schedule is available online at this URL. <http://dma.mt.gov/des/library/summit.asp>

Exhibiting at the conference will provide companies and organizations the opportunity to showcase their technical expertise, introduce new products, and to network with participants and vendors alike. Governor Brian Schweitzer has

EXHIBIT QUESTIONS

For questions or additional information, please contact:

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SPONSORSHIPS

Exhibitors are encouraged to sponsor morning and afternoon breaks, and evening social events. Businesses may co-sponsor events. All sponsored food, drinks, fees, and billing arrangements must be arranged directly with the Holiday Inn Grand Montana, Billings, MT.

Appropriate credit will be given to sponsoring companies in publications and news releases as well as during the event. Sponsoring vendors will be encouraged to distribute literature or products at the event sponsored. This is a perfect opportunity to be identified as a partner in Montana's Emergency Preparedness Plan.

SPONSORSHIP OPPORTUNITIES

Tuesday, May 23	Wednesday, May 24	Thursday, May 25
Morning Break	Morning Break	Morning Break
Afternoon Break	Afternoon Break	
Evening Social	Evening Social	

All breaks and socials will be at the Convention Center in the exhibit area.

** All arrangements for coffee, buffet, hosted or no-host bar must be contracted separately with Cara Vannattan, Holiday Inn Grand Montana at cvannattan@higrandmt.com or 406-248-7701. Entertainment is optional. Ask the hotel contact for assistance.

EXHIBIT HOURS

The following are the designated exhibit hours:

Monday	<i>Set-up/View:</i>	<i>2:00 p.m. to 6:00 p.m.</i>
Tuesday	<i>Viewing:</i>	<i>7:00 a.m. to 8:00 p.m.</i>
Wednesday	<i>Viewing:</i>	<i>7:00 a.m. to 8:00 p.m.</i>
Thursday	<i>Viewing:</i>	<i>7:00 a.m. to Noon.</i>
	<i>Take Down:</i>	<i>10:30 a.m. to 1 p.m.</i>

fully embraced the Summit, sending invitations to over 1800 leaders representing their jurisdictional areas.

EXHIBIT LOCATION

The exhibit location is in the Convention Center and Atrium at the Holiday Inn Grand Montana, 5500 Midland Road, Billings, Montana 59101.

SPECIFICATIONS

A Basic Exhibit booth includes an 8' x 10' space with 8' backdrop and 3' side curtains, 8' skirted table, one chair, wastebasket and 8" x 14" sign.

A Standard Exhibit booth includes an 8' x 10' space with 8' backdrop and 3' side curtains, 8' skirted table, one chair, wastebasket, 8" x 14" sign and 110 VAC power.

A Deluxe Exhibit booth includes an 8' x 10' space with 8' backdrop and 3' side curtains, 8' skirted table, one chair, wastebasket, 8" x 14" sign 110 VAC power and Internet connection.

Vendors may reserve more than one display area. All space is assigned on a first come, first served basis. The Hotel Atrium will be utilized as an overflow area for government/non-profit displays with skirted table only. Static displays will be set up outside the Convention Center.

EXHIBIT FEE

Commercial fee:

Basic Exhibit Booth	\$400.00
Standard Exhibit Booth	\$420.00
Deluxe Exhibit Booth	\$450.00

Government /Non-profit fee:

Basic Exhibit Booth	\$ 85.00
Standard Exhibit Booth	\$105.00
Deluxe Exhibit Booth	\$135.00

Commercial Outdoor Static Display fee \$150.00

****All fees must be paid in advance of the conference.
*A \$100 fee will be held in the event of vendor cancellation.***

SET-UP AND SECURITY

Exhibitors may set up displays between the hours of 2:00 p.m. and 6:00 p.m. on Monday, May 22, 2006. Viewing will begin at 7:00 a.m. on Tuesday, May 23, 2006. Vendors may close their displays at noon on Thursday, May 25, 2006.

While we do not anticipate any problems, we do ask that you take precautions with your exhibit and equipment. The Montana Disaster and Emergency Services will not assume responsibility for any lost or stolen items. All security for the Static Displays is the responsibility of the vendor.

RESERVING EXHIBIT SPACE

All exhibit space must be reserved on line. To register go to https://app.mt.gov/cgi-bin/confreg/register/index.cgi?CONFERENCE_ID=142, select "TradeBooth" and complete the online registration. Exhibitors must also register as an "Individual" to receive the complimentary ticket for the Governor's luncheon and provide information for coordinating their exhibit space. Select "Exhibitor under "Individual" to register. All fees must be paid online. A vendor packet will be presented to each exhibitor at the conference registration.

All vendors must coordinate exhibit reservations with Gwen Brott, Exhibit/Vendor Coordinator. There are 100 exhibit spaces available on a first come, first served basis.

*****Exhibit space must be reserved by May 1, 2006*****

REGISTRATION

All registration materials and identification badges must be obtained at the conference registration table located in the Atrium of the Holiday Inn Grand Montana. Each exhibiting organization/company is allotted one complimentary Summit Attendee conference registration, which permits entrance to all conference workshops, Tuesday luncheon, and general

sessions. If additional badges or registrations are needed, please contact Gwen Brott, Exhibit/Vendor Coordinator.

HOTEL RESERVATIONS

The Holiday Inn Grand Montana will host all activities for the conference. For reservations, call 1-406-248-7701 and tell them you are a vendor for the Governor's Emergency Preparedness Summit.

SHIPPING

All materials should be shipped to the Holiday Inn Grand Montana and labeled as follows:

**TO: COMPANY NAME
C/O: Holiday Inn Grand Montana
5500 Midland Road
Billings, Montana 59101**

Attention: Governor's Summit/DES

Shipments should not arrive at the hotel prior to May 19, 2006 or they may be turned away. All materials received and marked for exhibitors will be kept in a secured area until the morning of May 22nd when they will be taken to the exhibit area.

EQUIPMENT

The exhibitors are responsible for providing their own equipment needs. Only electrical outlets, Internet connection, tables, chairs, and waste baskets are provided in the booth registration fee. All efforts will be made to satisfy any special requests.

RAFFLES AND PRIZE GIVE-AWAYS

Exhibitors are encouraged to participate in raffles and prize giveaways to generate excitement and attendance. Various prizes will be awarded each day in the exhibit area. If your company or organization would like to sponsor prizes, please contact Gwen Brott, Exhibit/Vendor Coordinator.